

Annual Report
Return to Mr. Ped.

The University of Alberta

REPORT OF THE UNIVERSITY LIBRARIAN

TO THE PRESIDENT

For the Period

April 1, 1957 to March 31, 1958.

The University of Alberta

Edmonton, Canada

April 30, 1958

President Andrew Stewart
University of Alberta
Edmonton, Canada

Dear Mr. Stewart:

I have the honor to present the report
of the Library for the academic year 1957-58.

Yours sincerely,

Bruce Peel
Librarian

Report of the University Librarian

1957-58

The increase in the use of the collections in the three libraries which constitute the university library system reflects not only the rise in university enrolment but also the broadening program of the university with greater emphasis on graduate studies and on research. During the year under review the total circulation of books was 250,089 volumes, or an increase of 17%. This does not give a full indication of the books used, since students have unrestricted access to open stacks in five of the reading rooms. The attendance of readers, as counted hourly in the separate reading rooms, was 576,663 readers, an increase of 63,000 over the previous year. In consequence of the upsurge in library use the work load of the permanent staff was very heavy throughout the regular university session.

Each year Summer Session enrolment rises. The concentrated nature of the courses offered results in heavy use made of the library during the six-week period.

The Library again sent small basic collections of books to centres other than Edmonton and Calgary where Evening Division Courses are offered. The Library realizes that students in these centres are at a serious disadvantage in the matter of library materials as compared to intramural students who can draw on the larger collection.

At the beginning of the winter session library instruction tours were given to over 1500 freshmen. This year the effectiveness of the tours was increased by having the freshmen complete questionnaires at the end of the tour. This gave library staff an opportunity to recapitulate any points which freshmen had missed, and the latter an opportunity to ask questions.

Professional Staff

The Library becomes increasingly dependent on the specialized knowledge and organizational ability of the professional staff as the service load becomes heavier and more complex in a rapidly expanding library collection and with a more demanding public.

The sudden death of Miss Emily Clever, Education Librarian for twenty-eight years, came as a shock. In July the resignations of Miss M. I. Grant, librarian of the Calgary branch for many years, and Miss Carol Hicks, chief cataloguer, were accepted with regret. These three positions were filled in

September; the Calgary branch by Miss Dorothy Ryder, a former member of the staff, the position of Education Librarian by Miss Maira English, and that of Chief Cataloguer by Mr. Donald Baird. In August Miss Blanche Giffon, medical librarian, went on a year's leave of absence; the Medical Reading Room was placed under the supervision of Miss Phyllis Russell, who returned to the staff to take this position. In January Mrs. Joan Green resigned her position as Reserve Reading Room supervisor, and was replaced by Miss Loretta Millar. In February Miss Phyllis Morgan resigned as cataloguer, a position which remained vacant at the end of the year.

Miss Lois Carrier of the Reference Department spent the month of May in Washington, D.C., participating in the map project of the Library of Congress. In addition to the training received in map processing, Miss Carrier was given the opportunity to select for the Rutherford Library some 3,000 maps from the duplicate collection of one of the world's great map collections.

Five members of the professional staff attended the annual conference of the Canadian Library Association held in Victoria in June.

Library Committee and Sub-Committee

During the year the Library Sub-Committee met four times and the Library Committee once. Late in the year the size of the Library Sub-Committee was enlarged from six to seven members; two members retired and three new members were added. The Librarian wishes to express appreciation to the retiring members, Mr. C. Samuel and Dr. C. J. Walker, for the thought and time they devoted to the work of the Committee. Dr. H. R. Thornton retired as chairman of the Sub-Committee but remained a member. His guidance and interest in library matters has been of great assistance to the Librarian.

Order Department

This department is responsible for the purchase and preliminary processing of all incoming material. Orders received consisted of 9,953 volumes, to which must be added gifts and free material thus making a total of 11,001 volumes of new material. This increase of 45% in materials processed was handled by the same number of staff, one professional and two clericals. The number of orders sent out monthly ranged from a low of 519 to a high of 1,296, each of which called for the closest individual attention, checking the request to see that it did not duplicate our holdings, checking bibliographical details to insure that the correct book was ordered. The orders placed for books and periodicals represented an expenditure of over \$70,000 from library funds.

and special grants.

The department continued to search for missing issues in the Library's backfiles of periodicals, and located 530 issues of 133 periodicals. In addition to book orders, the department placed subscriptions for 1409 periodicals, 123 of which were new titles.

All individual issues of periodicals as they arrive in the library, an average of 90 daily, are checked in by the Order Department.

Cataloguing Department

This department is responsible for the assimilation of the increasing inflow of library materials by placing these in subject classifications on the shelves, and by recording the new acquisitions in the public catalogue, that users may have a ready approach to the resources of our library.

In September Mr. Donald Baird took charge of the department and introduced certain innovations, the most important of which was synchronizing the typing of card records with the progress of the book through the department so that book and cards now leave the department at the same time. The department has attempted to clean up some oddments of tasks, the most important of which were to make a beginning at recording the uncatalogued Rutherford Canadiana Collection, and the reclassification of the Library of the Research Council. Our Cataloguing Department reclassified 342 titles, and catalogued 188 new titles for the Research Council Library.

During the year the library's five-year reclassification project finally came to an end.

Though hampered by changes and shortages in professional staff, the Cataloguing Department has maintained a remarkable level of output. The statistics show 12,396 volumes accessioned, 11,716 new volumes catalogued, 4,176 volumes reclassified, and 79,757 cards typed.

Reference Department

The Reference Department's primary function is to guide library users to such keys of information as indexes and abstracts, bibliographies and catalogues, encyclopedias and other compendiums. The department provided very direct service to the campus community by answering 5,721 questions, of which 1,220 were queries involving lengthy research by the staff. Students using the Main Reference Reading Room for the purpose of study or consultation of reference works numbered 108,164, an increase of nearly 23,000 over the

attendance of the year previous. Volumes circulated for home use from the collection housed in this reading room totalled 11,627.

The Department also carries on the inter-library loan service, supervises the Periodical and Map Room, and collects and cares for the official publications of governmental and international organizations.

The Inter-library loan service continued to show an increase in requests. A total of 520 volumes was borrowed or loaned as compared with 426 volumes in 1956-57.

In the Periodical and Map Room our records show that patrons borrowed 21,271 issues of periodicals and used 3,029 sheet maps.

The map collection added 3,986 sheets, most of them collected by Miss Carrier at the Library of Congress. Important advances were made in organizing the map collection, during which 16,994 maps were processed.

During the year the library became a partial depository library for printed publications of the United Nations. The total number of documents -- dominion, provincial, and United Nations -- received was 11,312.

The bindery preparations division sent 2,253 volumes to binderies, and pam-bound or repaired an additional 226 volumes in the department.

General Circulation Department

To many users of the library the work of the Main Circulation Desk is probably synonymous with the work of the library. This department is responsible for maintaining the stack collection, finding books for borrowers, maintaining the loan records, and controlling stack access and egress. All students receiving stack passes were given instruction in the location of subject materials. The department has supervision of the browsing area, and is responsible for rotating the book collection in this area.

Attendance in the stacks increased slightly, but there was a noticeable increase of approximately 8,000 in the Browsing Area. Total attendance for the two areas was 47,625. Books circulated from the stack area was 42,858 volumes.

The Reserve Reading Room continues to be a busy area. Attendance reached the figure of 92,799, which is an increase of 26% over 1956-57. Circulation of reserve books totalled 43,615 volumes.

In May, 1957, the book collection in the main stacks was reorganized thus marking the end of the dislocation in shelving arrangement inevitable during a reclassification program.

In August, for the benefit of members attending the international mathematics and physics seminar held on the campus, this department which is not normally open in the evening at this time of the year was kept open for five evenings per week. A special shelf of books was set aside for the use of the participants in the seminar.

Reports of the Branch Libraries

Medical Reading Room

During the absence of Miss Blanche Giffen on leave, this reading room has been under the competent supervision of Miss Phyllis Russell. Since the enrollment in the faculties served remains nearly constant, the attendance and circulation are fairly static from year to year. This year attendance was 41,776 while the circulation was 17,883 volumes.

As in former years, this Library has given service to medical practitioners, most of them living in the city. A total of 1,564 volumes was borrowed by doctors. In addition many hours of reference service were given to this group.

The Medical Reading Room, to conform to the longer academic term for medical students, is now open full library hours from early September through to mid-May. The hours of opening were extended to include Saturday afternoons.

Instruction in the use of the reading room and its resources was again given by the staff to classes of students at the beginning of the term.

Law Library

The total attendance for the year in this reading room was 32,803, very close to the figure for the previous year. The number of books and periodicals borrowed for home use showed a marked increase from 4,892 volumes last year to 7,529 this year. Since most of the material in the collection is used in the reading room, the circulation figures above represent but a small part of the use made of law books.

During the year 1,245 volumes of law texts and reports were added to the collection.

Applied Science Reading Room

This reading room showed a spectacular increase in attendance, circulation, and reference questions asked. The high attendance of 68,109, an increase of 32%, may be explained by the rise in enrollment in engineering, the availability of additional reading space, and the library instruction which encourages students to use the resources of this room. The circulation of 18,752 volumes represents an increase of 23%, but as all volumes in this reading room are on open shelves the figure does not give the complete picture of use. Reference questions asked showed an increase of 163%.

The former Projection Room was converted during the summer into a reference and periodical room for the applied sciences. This room has been very popular with readers. Although the wall shelving of this room provided welcome additional space for books, it did not solve the serious book stack problem of this reading room, the first area in the library confronted with a space problem.

Mrs. MacDonald is to be commended for the valuable library instruction offered throughout the year to small groups of students. Classes given instruction were all students enrolled in first year Agriculture, most third and fourth year Engineers, many second year Engineers, and some Chemistry students. Mimeographed copies of bibliographies of reference books of value to students in their studies were given to participating students.

Education Library

This library, occupying three rooms on three floors of the Education Building, is serviced by a staff of four. Following the unexpected death of Miss Emily Clever at the end of June, the library was under the supervision of Mr. Denys Hoden, Law Librarian, for the period of the Summer Session. Mr. Hoden effectively organized the Education Library for the six hectic weeks of the Summer Session. Miss Moira English, who assumed the duties of Librarian in September, has made a valuable contribution to the service by reorganization and innovation.

The Library reports a remarkable increase both in attendance and circulation. The attendance for the year was 59,066, while the circulation was 59,509. Each of these figures represents an increase of roughly 40%.

In May the Library, as in other years, gave library service to the fifth and last workshop sponsored by the Canadian Education Association - Kellogg Foundation.

An important reorganization in the Education Library was the setting up of a periodical alcove where students could have free access to current and bound journals. Policy on journals was changed to permit their circulation.

During the winter session the library was open four evenings a week from seven to ten o'clock. Prior to this, in the evening the library was open shorter periods for the exclusive use of students enrolled in the Evening Division Program.

Calgary Branch

This library, serving the Calgary branch of the university, now has a staff of three full-time members. Miss Dorothy Nyder, who succeeded Miss M. I. Grant shortly before the beginning of the winter term, has during the session been reorganizing in preparation for the anticipated rapid expansion of book stock and services.

The library, like the rest of the building, was disrupted during the summer months by the removal of the old heating equipment and the installation of new. Fortunately, the library was renovated in time to permit reshelving of books before the term began. During this period the library underwent considerable rearrangement to utilize to the best advantage the cramped and unsatisfactory quarters. The music listening tables and the records were removed from the library to provide more reading space. Nine units of single-faced metal shelving were erected to alleviate somewhat the congested state of the shelves. Early in the winter term the room was repainted.

The attendance was the same as last year for the simple reason that it is impossible to crowd more readers into the present area. The attendance figure was 55,510. The library circulated 27,473 volumes, an increase of 19%.

At the end of the year plans were underway to reclassify the collection under the Library of Congress scheme because it is felt that this classification is desirable for an expanding book collection on a growing campus.

Miscellaneous Services

The Music Listening Room continues to provide students with an opportunity to listen to good music. During the year about 1,340 students took advantage of the noon hour concerts. Twenty-four classical records were added to the collection.

The photostating service processed some 73 orders re-

presenting 1400 pages of photostats.

As in other years a number of attractive displays were set up in the display cases in the library rotunda.

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Gifts

We are grateful for gifts to the Library from the following organizations and individuals:

Carnegie Corporation of New York, a gift of 350 titles on American life and thought.

Cherkov Publishing House, a gift of 156 Slavic titles.

Mrs. Irene Consett, a further gift of \$500 for the purchase of Slavic books.

Mrs. H. M. E. Evans, a file of Punch.

Mr. E. J. Muesitis, the library of his father.

The Calgary Public Library, a gift of a collection of French books.

And from numerous other sources, gifts of books which have been duly acknowledged.

Library Staff as of March 31, 1958

Administration

Mr. Bruce Peel, M.A., B.L.S.	Librarian
Mrs. Marquita Lover	Secretary

Reference

Miss Dorothy Hamilton, B.A., B.Sc. in L.S., A.M.L.S.	Reference Librarian
Miss Lois Carrier, B.A., B.L.S.	General Librarian
Miss Louise Range, B.A., B.L.S.	General Librarian
Mrs. Penelope Sullivan, B.A.	Non-Professional Graduate
Miss Lillian Young	Clerical Assistant
Mrs. Marjorie Corah	Clerical Assistant (Half-time with Circ. Dept.)

Orders

Miss Lillian Loversedge, B.A., B.L.S.	Order Librarian
Miss Valoria Sereda	Clerk-typist
Miss June Newsome	Clerk-typist

Cataloguing

Mr. Donald Baird, B.A., M.L.S.	Chief Cataloguer
Miss Yvonne Penton, B.A., A.L.A.	Classifier
Mrs. Barbara Patterson	Clerk-typist
Miss Mona Flypick	Clerk-typist
Mrs. Shelagh Wakeford	Clerk-typist

Circulation

Miss Norma Freifield, B.A., B.L.S.	Circulation Librarian
Miss Loretta Millar, B.A., B.L.S.	General Librarian
Miss Stella Nelson, B.A.	Non-Professional Graduate
Miss Luba Mishukoff, B.A.	Non-Professional Graduate
Mrs. Janet Warner, B.A.	Non-Professional Graduate
Mrs. Marjorie Corah	Clerical Assistant (Half-time with Ref. Dept.)
Miss Joyce Hay	Clerical Assistant

Applied Science Reading Room

Mrs. Emma Macdonald, B.A., B.L.S.	Applied Science Librarian
Mrs. Marjorie Lauer, B.A.	Non-Professional Graduate

Law Reading Room

Mr. Denys Hoden, M.A., B.L.S.	Law Librarian
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Medical Reading Room

Miss Phyllis Russell, B.A., B.L.S. Acting Medical Librarian
Miss Margaret Lutherland, B.A. Non-Professional Graduate

Education Library

Miss Mairi English, B.A., B.L.S. Education Librarian
Miss Audrey Kulin Clerical Assistant
Miss Patricia Simonsen Clerical Assistant
Miss Shirley Tanner, B.A. Non-Professional Graduate

Library Branch Library

Miss Dorothy Pyper, B.A., B.L.S. Branch Librarian
Miss Frances Pymwood Clerical Assistant
Mrs. Emily O'Sullivan Clerical Assistant

Library Committee

Mr. L. Moser	Vice-President, Chairman
Mr. H. Kreisel	Mr. H. Moser
Professor J. T. Jones	Professor H. B. Thornton
Assoc. Professor G. R. Levy	Professor H. B. Rawlinson
The Librarian, Secretary	Professor G. A. Cavier
	Professor W. Pilkington

Library Sub-Committee

Professor W. Pilkington	Vice-President, Chairman
Mr. L. Moser	Professor H. B. Thornton
Mr. H. Kreisel	Professor H. B. Rawlinson
The Librarian, Secretary	Professor G. A. Cavier

Medical Library Book Committee

Mr. P. C. Elliott	Mr. E. B. Caster, Chairman
Mr. L. Peel, Librarian	Mr. J. B. Scott
Miss Phyllis Russell, Acting Medical Librarian, Secretary	Mr. J. B. Vant
	Mr. B. Bradley-Moore
	Mr. B. King

Dental Library Book Committee

Mr. H. B. MacLean	Mr. E. B. Fraser, Chairman
Mr. A. A. McMurphy	Mr. W. A. Hamilton
Mr. C. A. Castaldi	Mr. G. A. Frass
Mr. L. Peel, Librarian	Mr. E. J. MacLeod
Miss Phyllis Russell, Acting Medical Librarian, Secretary	Mr. A. Revell

J. H. Stirrat

Dr. E. Ritchie

Library Committee, Calgary Branch

A. L. Boscette

V. S. Graham

A. A. Gibb

L. Loggie

Ms E. H. King

Mr. S. Norris

Mr. H. R. McArthur

Miss D. E. Hyder, Branch
Librarian

